

## Information for Westfalen Verband NA Inspection Host Sites

First of all, congratulations on being selected as an official host site for a Westfalen NA inspection. The following guidelines on facility and protocol will help you prepare for inspection day.

Planning and paperwork begins in advance, when participants fill out an Inspection Reservation Form online, sending in a copy of their mare's registration papers, a breeding certificate for the foal, and a \$100 deposit. Mares and foals will be entered into the German database, with foals being issued a Lifetime Registration Number prior to the inspection. On inspection day the staff will arrive at 9:00 a.m., unless other arrangements have been made. The Westfalen NA brings their mobile office along to every inspection site. An indoor work space is appreciated, along with a table or desk/s large enough to set up a laptop and printer. Nearby electrical outlets or an extension cord are also needed.

The staff often works in dining rooms, kitchens, tack rooms, barn offices or guest lounges. Wherever the office is set up is also where mare/foal/stallion owners come to complete paperwork and payment before the inspection process begins, so keep in mind that any valuable carpets/flooring should be protected from the inevitable dirty boots. Host sites may also have a liability release or stabling forms for visitors and participants to sign – this is the host site's decision and responsibility. All fees for stabling, handling, and facility use are paid directly to the host site, and not to the Westfalen NA



The Westfalen NA requires a safely fenced arena, either outdoor or indoor, with adequate footing for presentation of the horses on the triangle and at liberty.

If a stallion is to be presented, the arena will also need to be suitable for the free schooling and free jumping of a stallion, and a jumping lane with enough standards and rails to make a lane with 3 free-jumps should be available. The Westfalen NA has inspected in grass paddocks as well, as long as the fencing is suitable to safely contain the horses.





Mares and stallions 2 years of age and older are generally presented in a bridle, while foals and youngstock are presented in halter. Because the Westfalen NA judges mares, foals, youngstock and stallions at liberty unless otherwise requested for safety or soundness reasons, please be prepared by installing clips on the ends of bridle reins, and if possible foal halters should be removed for judging at liberty. In most circumstances horses show themselves best at liberty when they have a clear line of sight down the long sides of the arena, so handlers with whips should ideally be located on the inner track of the arena and near corners, not on the rail.

Many host sites also provide the following amenities: A small table or bench in the center of the arena for arranging paperwork and medallions. A cooler with bottled water for the judges and staff. Optional: coffee and snacks for the judges and/or the participants. A lunch or caterer – if lunch is to be served, facilities may either choose to provide the lunch free of charge, may charge an extra fee for the lunch and amenities, or may offer a donation can.



Unless otherwise notified, the judges will present an oral explanation of each horse's results, and foal and mare premiums will be announced and medallions awarded immediately after each horse has been inspected on the triangle and at liberty. Stallion scores and results are typically not announced publicly unless the

owner requests such. The judges will be available after the inspection and branding for individual questions. Site Champions will be announced and ribbons awarded after all horses have been inspected and scores reviewed.

The staff travels with a still and video camera and posts photos from inspection sites on our Facebook Page.





Photos taken at inspection sites may also show up in the annual breeder's guide, in advertisements, and may be used to help market foals as well. We will not always have the extra set of hands to take photos/videos, so we encourage each site to invite a professional photographer, if interest permits, and/or to ask for a volunteer, willing to use the camera to help video the inspection.



After the inspection process the branding, microchipping and DNA hair collection begins. Each host site is asked to provide a functioning propane tank. The Westfalen NA brings along a hose and burner to each site. Branding order will be announced and foal owners may need to be reminded not to leave the area before branding of their foal is completed.

After branding and microchipping, the final paperwork is processed and score sheets distributed. Late Entries may not receive their foal's Life Number on inspection day, but rather by emailed PDF. If lunch is being provided, many sites offer it at this time. Host Sites may charge a stall/facility/handling and/or braiding fee.



Host sites are encouraged to remind any outside breeders bringing horses to their inspection site to reference the Westfalen NA Inspection Paperwork Checklist, available for download from the Website, or to email or call for information. The following requirements apply:

## Mares

- Original registration papers plus one photocopy of Registration Papers
- 5-generation pedigree.
- DNA on file from birth registry, or if none exists, hairs will be pulled for DNA.
- Mares eligible for the Warmblood Main Mare books include: Mares registered with a recognized Warmblood breeding association, Thoroughbreds, Arabians, Anglo-Arabians, and Shagya Arabians. For the Pony Books: All of the above, as well as

*Westfalen NA P.O. Box 429 Murdo, SD 57559  
605-669-2200 office 605-685-3089 cell  
www.westfalenverband.com office@westfalen-na.com*

German Riding Ponies (and other National Riding Ponies), Welsh A, B, and C's, Welsh Cobs, British Riding Ponies, Connemaras, American Sport Ponies and New Forest Ponies. Call or email for breed eligibility questions. We also have books for Knabstruppers and Haflingers. Mares of breeds other than those accepted into the main books, or mares whose papers have been lost but are of sport type and meet a minimum score, may be eligible for the Pre-Mare books. Please call/email for more information.

### **Foals at Mare's Side**

- Breeding Certificate signed by the stallion owner. Breeding Certificate forms are available for downloading from our website.
- Mare must be inspected and entered into an appropriate mare book as well if she has not already been inspected previously Westfalen or RPSI.
- Foals sired by stallions approved by the Westfalen NA or by a different warmblood registry but **not active** in our current year stallion rosters are eligible for inspection and registration for an additional \$85 fee per foal.
- **All Foals will be DNA tested.** DNA testing may ideally be completed in advance by owner – Westfalen NA has an [Online Fillable Form](#) for owners to complete before inspection day, and a test kit will be mailed with instructions on pulling and placing the mane hairs. Otherwise, mane hairs will be pulled on inspection day. Please note – DNA parentage verification to sire will be performed for all foals. Weaned and older youngstock will also be required to be matched to their dam.

### **Weaned Foals and older unregistered horses**

- Breeding Certificate signed by Stallion Owner
- Dam must be inspected as well if she has not already been inspected into the Westfalen or RPSI mare books. This is true for weanlings as well as yearlings and other youngstock. If dam is deceased please provide a certificate signed by a veterinarian.
- Weanlings and Youngstock sired by stallions approved by the Westfalen NA or by a different warmblood registry but **not active** in our current year stallion rosters are eligible for inspection and registration for an additional \$85 fee per foal.
- **Weaned foals or older youngstock presented for original registration papers must be DNA tested.** DNA testing may ideally be completed in advance by owner – our

*Westfalen NA P.O. Box 429 Murdo, SD 57559  
605-669-2200 office 605-685-3089 cell  
[www.westfalenverband.com](http://www.westfalenverband.com) [office@westfalen-na.com](mailto:office@westfalen-na.com)*

website has an [Online Fillable Form](#) for owners to complete before inspection day, and a test kit will be mailed with instructions on pulling and placing the mane hairs. Otherwise, mane hairs will be pulled on inspection day and owner should bring completed DNA Forms for each horse requiring DNA testing to the inspection. Please note – DNA test results are also required for sire and dam of offspring requesting original registration papers.

## Stallions

- Original registration papers
- Photocopy of Registration Papers
- 5-generation pedigree
- Printout of show results (if applicable)
- Completed Stallion Vet Exam form, filled out in advance by veterinarian (form available by request).
- **All stallions who do not already have DNA on file will have hairs pulled on inspection day for DNA testing.** DNA testing should be completed in advance by owner - our Website has an [Online Fillable Form](#) for owners to complete before inspection day, and a test kit will be mailed with instructions on pulling and placing the mane hairs. Stallions entering the breeding books are also required to have WFFS carrier status on file.
- Stallions of breeds other than those accepted into the main and pony books are not eligible for licensing. For a list of accepted breeds see the website (for the Warmblood books this includes stallions registered with recognized Warmblood breeding associations, Thoroughbreds, Arabians, Anglo-Arabians, Shagya Arabians. For the Riding Pony books, German Riding Ponies, Welsh A, B, and C's, Welsh Cobs, Arabians, Connemaras, British Riding Ponies, American Sport Ponies, New Forest Ponies. Separate books exist for Knabstruppers and Haflingers). Anyone with questions should please call or email the Westfalen North American headquarters at [office@westfalen-na.com](mailto:office@westfalen-na.com).

## General

- **All original registration papers will be returned on the day of inspection.**
- Westfalen NA Membership is required for inspection of mares/foals/youngstock and stallions. Membership Forms may be completed online or downloaded from our website and submitted on inspection day.

*Westfalen NA P.O. Box 429 Murdo, SD 57559 605-669-2200  
office 605-685-3089 cell  
[www.westfalenverband.com](http://www.westfalenverband.com) [office@westfalen-na.com](mailto:office@westfalen-na.com)*